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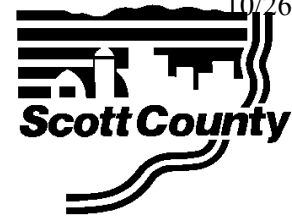
Scott County

October 18, 2021

To: Mahesh Sharma, County Administrator
From: Matt Hirst, Information Technology Director
Subject: ECM Project – Phase 4

In March of 2016, the Enterprise Content Management (ECM) Steering Committee recommended and the Scott County Board of Supervisors approved Hyland OnBase and professional implementation services from DataBank, A Kyocera Group Company, for an Enterprise Content Management (ECM) solution.

ECM implementation began at Scott County in June of 2014 when an ECM Steering Committee was created to identify County records management needs. In January of 2015, that ECM Steering Committee solicited a record inventory from County Offices and Departments. The inventory process identified over two hundred and fifty (250) record sets at that time. The inventory was used to provide detail to a County issued RFP in November of 2015.

The initial RFP resulted in fifteen (15) responses from potential solution providers which were ranked and narrowed to the three (3) best responses for vendor on-site demonstrations of application capabilities and implementation strategies. The ECM Selction Team found OnBase as proposed by the Value Added Reseller (VAR) DataBank to be the solution which clearly best met the needs of Scott County and the Board approved contracts which included Phase 1 implemenation work as well as Phase 2 project discovery. Initial ECM implementation work was completed in 2017.

Subsequently, the Board of Supervisors has approved contracts with Databank for additional project work in FY'18 and FY'19.

To date, Scott County IT has deployed solutions both with and without consulting services. In total, in excess of 56 projects have been completed to date 19 of which used professional services. Moreover 3,000,000 records are stored in the County ECM (up nearly 1M records since project inception) which are comprised of 252 document types.

At this time, we are seeking approval for professional service support from DataBank to support an ECM project to address Human Resources employee record access and document retention. Anticipated project costs total $67,275 for these professional services. No additional software is required for this solution.

It is recommended the Board approve a project with DataBank for Human Resources Record Access and Retention in amount not to exceed $67,275 and for the IT Director to sign document(s) for this project on behalf of the Board. Budget dollars are available in the Capital Improvement Program budget to fund the cost of this project.

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 28, 2021

APPROVING ECM PROJECT - HUMAN RESOURCE RECORDS -
EMPLOYEE ACCESS AND RECORD RETENTION

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1.   The authority of the IT Director to sign a statement of work with

DataBank, A Kyocera Group Company for an ECM project addressing

Human Resource Records in an amount not to exceed $67,275 is

hereby approved.

Section 2.   This resolution shall take effect immediately.